

SECRET

OFFICE OF TRAINING

NOTICE

No. 18-70

14 April 1970

SUBJECT: OTR Library

1. The recently established OTR Library, in Room 632 Glebe, is now servicing reference, loan and purchase requests for books, periodicals, and other library-type material for members of the Office of Training in the headquarters area. The collection of domestic college catalogues is also located in the Library. Any questions pertaining to the catalogues should be referred to the Library. The Library is open from 8:30 a.m. to 5 p.m., Monday through Friday. [REDACTED] is the Librarian and is assisted by [REDACTED]. The telephone extension is 3242.

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2. The Library at the Language School will function as a component of the OTR Library. [REDACTED] will remain under the direction of the Chief of [REDACTED] and the Operations School Library will continue under the Chief, Operations School/TR. Requests for material in the Language School and [REDACTED] collections will be submitted to the OTR Library; for material from the OSL, requests will be sent to the C/OS/OSL.

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3. Purchases. The OTR Library will be the central office for processing requests for purchase of books and periodicals by persons in the headquarters components of OTR. Requests will be submitted to the OTR Library on Form 1395, "Loan and Purchase Request for Books and Periodicals," and in addition to a statement of justification for the purchase (shown under "Remarks") will be approved by a Chief of School or Staff.

Forms 1395 originating [REDACTED] Library will be processed through the OTR Library, Glebe Road. Each will also contain a statement of justification and the approval signature of the COS or the DCOS [REDACTED].

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4. Loans. Requests for loans will be processed in the same manner as purchases except that no justification or signature of approval is required.

[REDACTED]

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HUGH T. CUNNINGHAM  
Director of Training

Distribution:

Key I-C  
(School, Staff, Branch Chiefs  
and all Instructors)

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